

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DOE8384368**
POSITION NO: **945103**
CLASS CODE: **4145**

Date Posted: **12/12/11**
Closing Date: **12/23/11**

POSITION TITLE: **Head Start Bus Driver**
DEPARTMENT NAME: **Navajo Nation Head Start / Shiprock Agency**
DEPARTMENT NO: **838** WORKSITE LOCATION: **Sanostee Head Start / Sanostee, NM**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **V59A**
Days: **Mon-Fri** Permanent: ☒
Hours: **8am-4pm** Temporary: ☐ SALARY:
Part-Time: ☐ Duration: **9 Months** \$ Per Annum
No. of Hrs/Wk: **40** \$ **12.48** Per Hour

DUTIES AND RESPONSIBILITIES:

Performs work of average difficulty driving bus to transport head start children on assigned routes to center and return to home and/or field trips or to assigned destinations according to time schedule, monitors conduct of passengers on bus to maintain discipline and safety; performs maintenance check to ensure bus complies w/safety and transportation regulations. Ensures bus rules & regulations and maintains safety of children getting on and off the bus. Performs pre/post inspections before and after bus routes. May be required to participate in classroom instruction, assist in development of lesson plans on transportation.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and a valid Commercial Driver's License with passenger and school bus endorsement.

Experience:

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and local traffic regulations and practices of transportation of school children. Knowledge of the inspection, operation and preventative maintenance of school buses. Knowledge of Head Start Program policies, practices and procedures. Skills in safety transportation of head start children to and from their homes. Skills in utilizing effective written and verbal communication in the development activities, maintaining records and reports and working with parents of students. Ability to make decisions in a variety of situations regarding priorities and effectively handling emergencies.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state commercial driver's license with PS endorsement. Must obtain a physical examination, updated TB (skin test), a First Aid, Cardiopulmonary Resuscitation (CPR) certificate, Food Handler's Permit and a Navajo Nation Operator's Permit.

**** UNION POSITION**

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. VETERANS PREFERENCE APPLIES.